

3451 Walnut Street RM 310 Philadelphia, PA 19104-6284 215-898-6301

UNIVERSITY EMPLOYMENT TAX EXEMPTION REQUEST

****PLEASE NOTE ****

IT IS YOUR RESPONSIBILITY TO NOTIFY THE PAYROLL DEPARTMENT IF ANY INFORMATION ON THIS FORM CHANGES

Name:
Last 4 digits of Social Security #:
Home Address:
Work Location Full Address:
Period of Time: FromTo
Due to the above circumstances, I request the following (check all that apply):
That the Philadelphia City Wage Tax not be deducted from my pay for the above period as I am working for the University of Pennsylvania full time outside of Philadelphia and I am not a resident of Philadelphia. I am not working at home for my own convenience and I am not on a scholarly or sabbatical leave of absence.
That the Pennsylvania Income Tax not be deducted from my pay for the above period as I am working for the University of Pennsylvania full time outside of Pennsylvania and I am not a resident of Pennsylvania. I am not working at home for my own convenience and I am not on a scholarly or sabbatical leave of absence.
I declare that the above statements are true, correct and complete to the best of my knowledge. I understand that if any of the above information changes, I must notify the Payroll Tax Office.
Employee Signature: Date:
Business Admin. Signature: Date: